

[Your Name/Executor Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Lender/Company Name]
[Lender Address]
[City, State, Zip Code]

RE: Notice of Death and Request for Promissory Note Cancellation
Borrower Name: [Full Name of Deceased]
Account/Loan Number: [Account Number]

To Whom It May Concern,

I am writing to formally notify you of the passing of [Full Name of Deceased] on [Date of Death]. I am contacting you in my capacity as the [Executor/Administrator/Legal Representative] of the decedent's estate.

The deceased held a promissory note with your institution under the account number listed above. Pursuant to the terms of the agreement and/or applicable law regarding the death of a borrower, I am requesting the immediate cancellation of this promissory note and the discharge of any remaining balance.

Please find enclosed a certified copy of the death certificate for your records. I also request that you provide a formal written confirmation once the account has been closed and the debt has been officially cancelled.

Please direct all future correspondence regarding this matter to the address provided at the top of this letter. Thank you for your prompt attention to this request during this difficult time.

Sincerely,

[Your Signature]

[Your Printed Name]
[Title: e.g., Executor of the Estate of (Deceased Name)]

Enclosure: Death Certificate